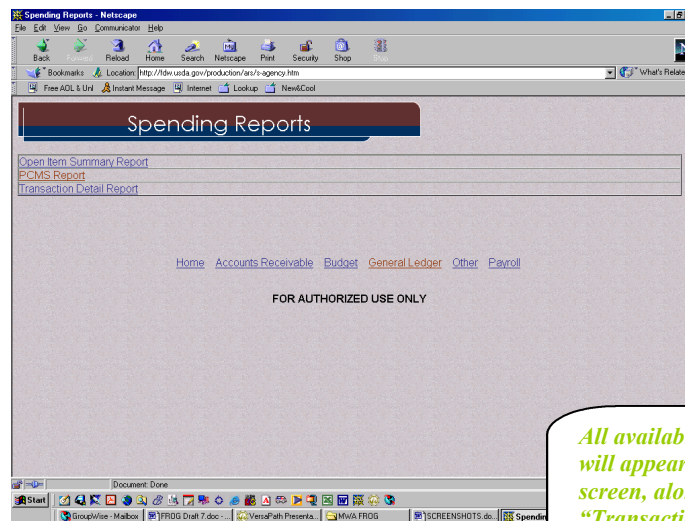## *TDL Reports*

Select "Spending Reports' from the drop-down box. A screen will appear within the "Spending Reports" category, select the link "Transaction Detail Report".


All available "Spending Reports" will appear at the top of the screen, along side the "Transaction Detail Report"
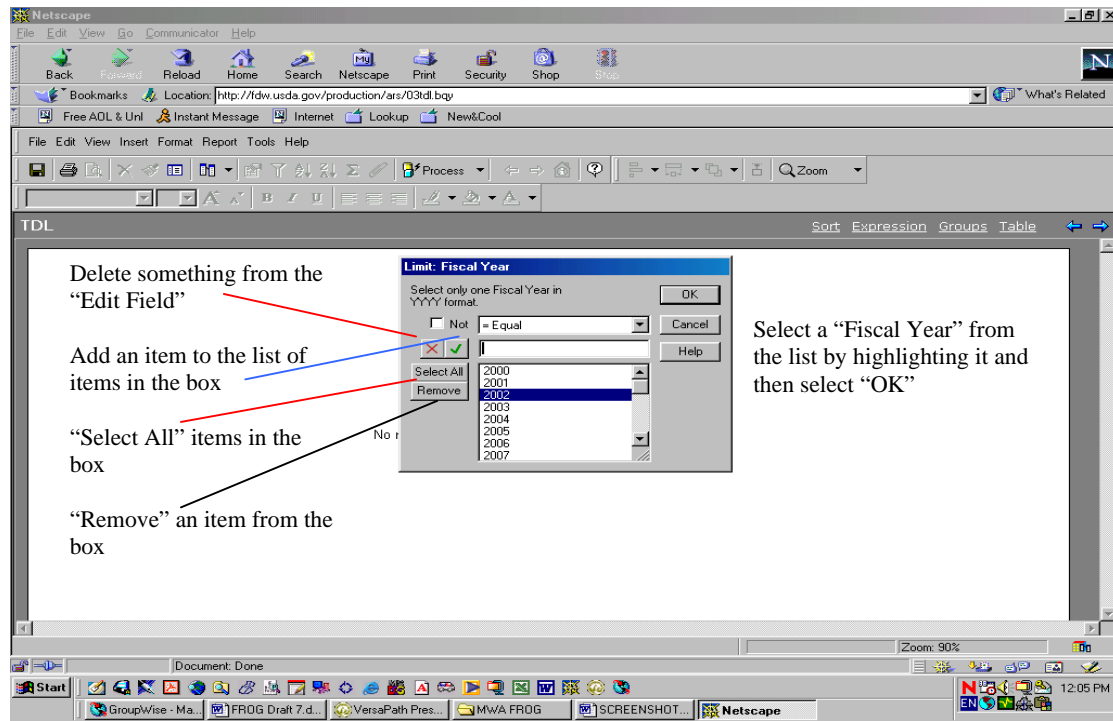
Click the "Process" button to begin. Please note that you will have to select "Process" every time you want to change the parameters for a report.
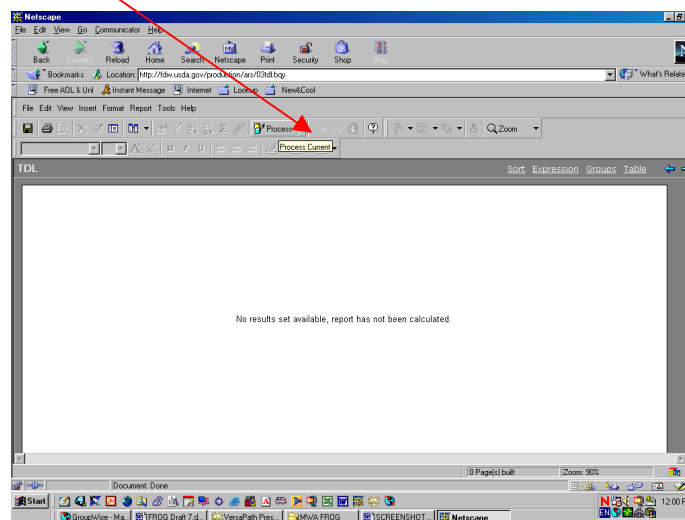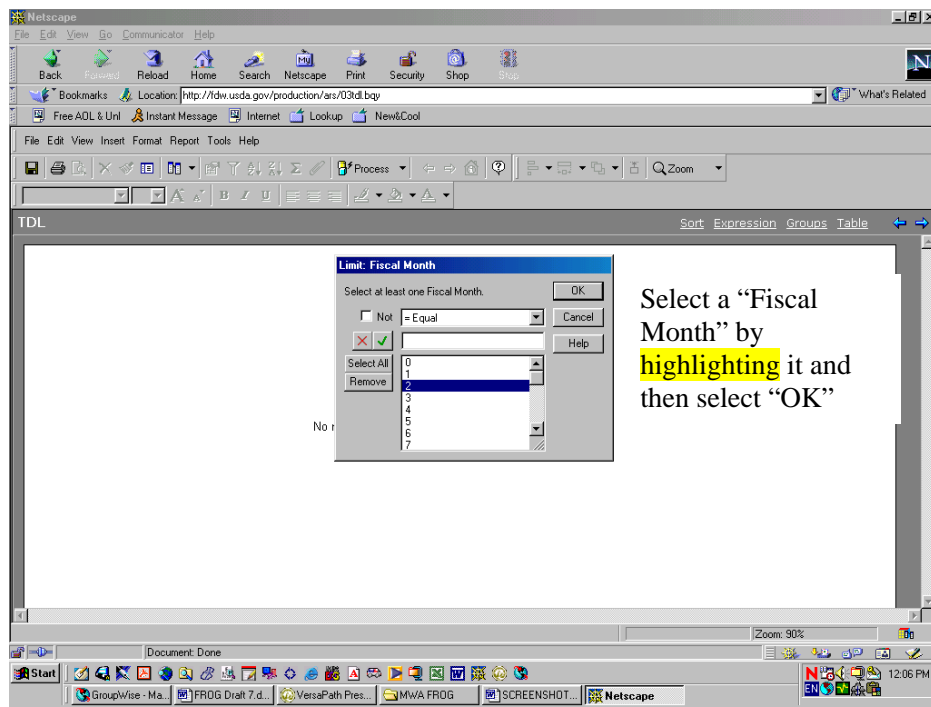

A screen will appear, prompting you for your "Host User' and "Host Password", which is your Data Warehouse ID and Password.
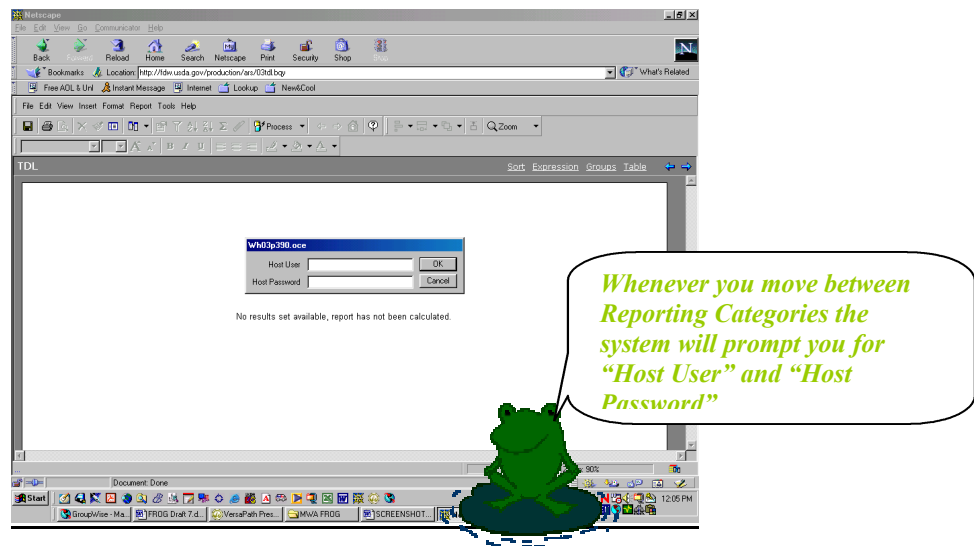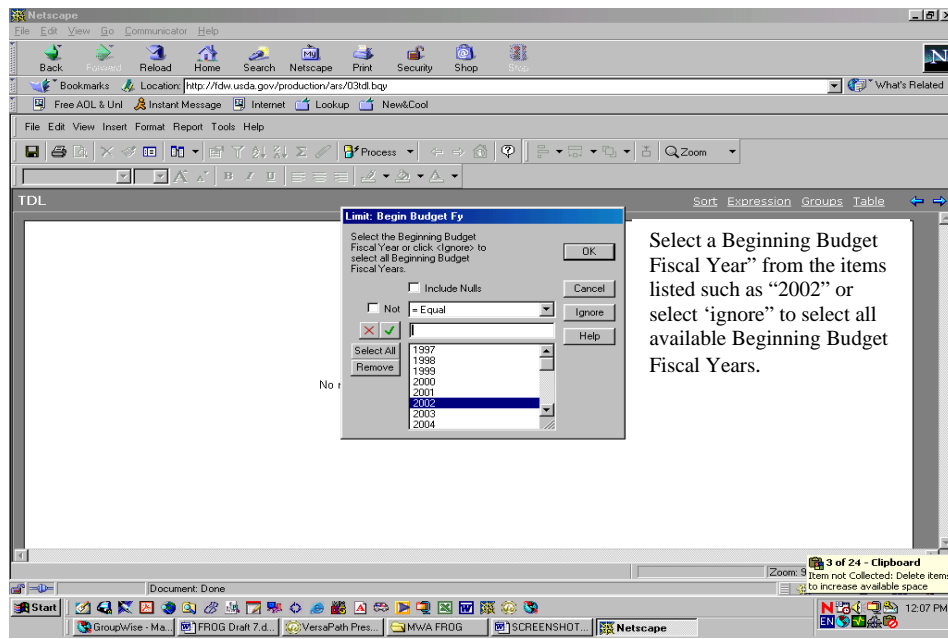
Highlight "2002" from the drop-down "Limit: Fiscal Year" box and click "OK" button (Review explanation of options on diagram)
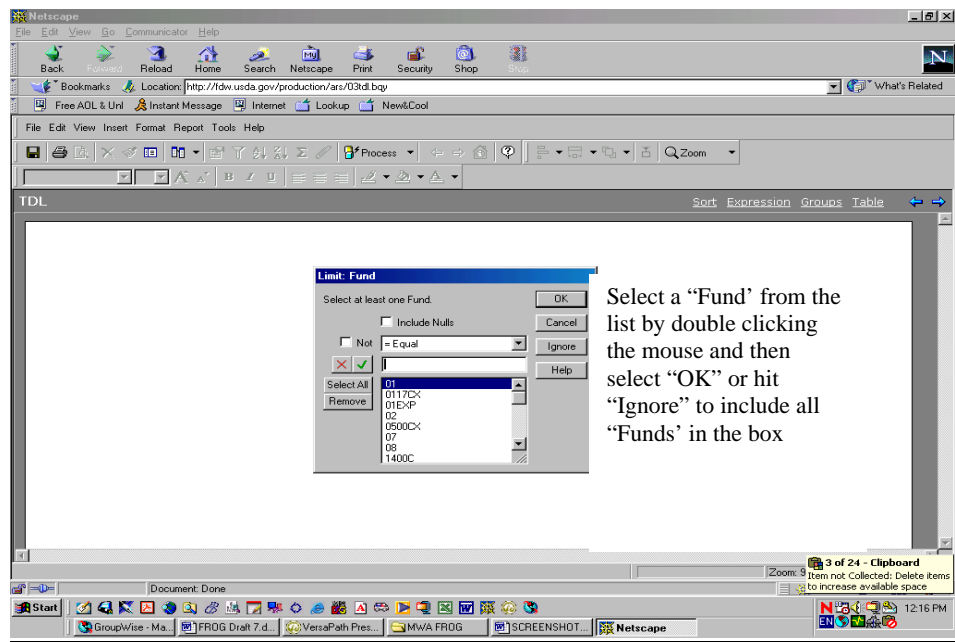

Highlight "**4**/January"or whatever month you desire from the drop-down "Limit: Fiscal Month" box and click "OK" button.

Select a "Fiscal Month" by highlighting it and then select "OK"

Highlight "2002 "from the "Limit Values" drop-down box for "Begin Budget FY" and click "OK" button

Select a Beginning Budget Fiscal Year" from the items listed such as "2002" or select 'ignore' to select all available Beginning Budget Fiscal Years.

Highlight, from the drop-down "Limit: Fund" box, the Fund you want, and then click "OK"

Select a "Fund' from the list by double clicking the mouse and then select "OK" or hit "Ignore" to include all "Funds' in the box
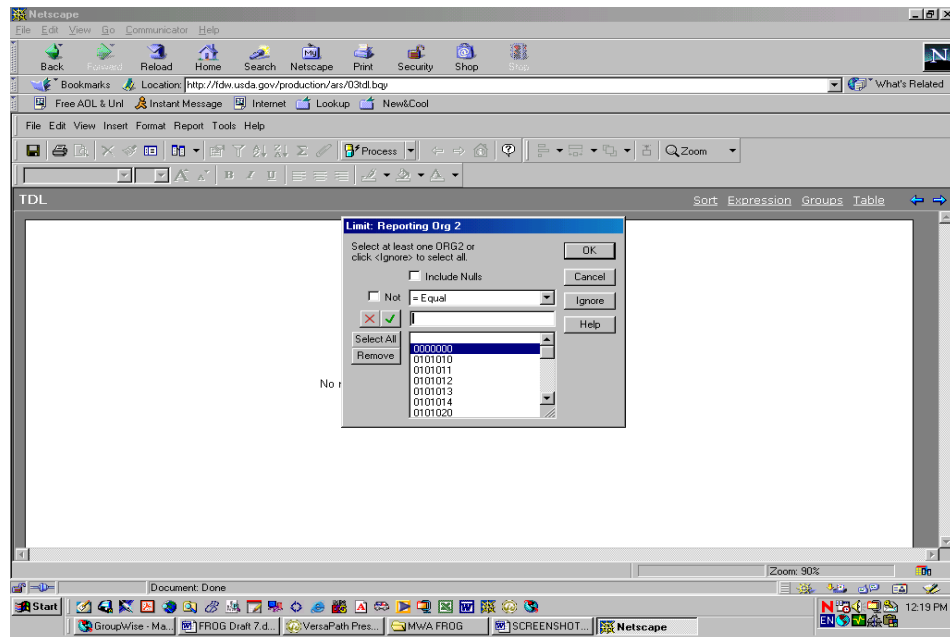
Click "Ignore' to bypass this option-unless you are querying for a specific document and know the parameters.
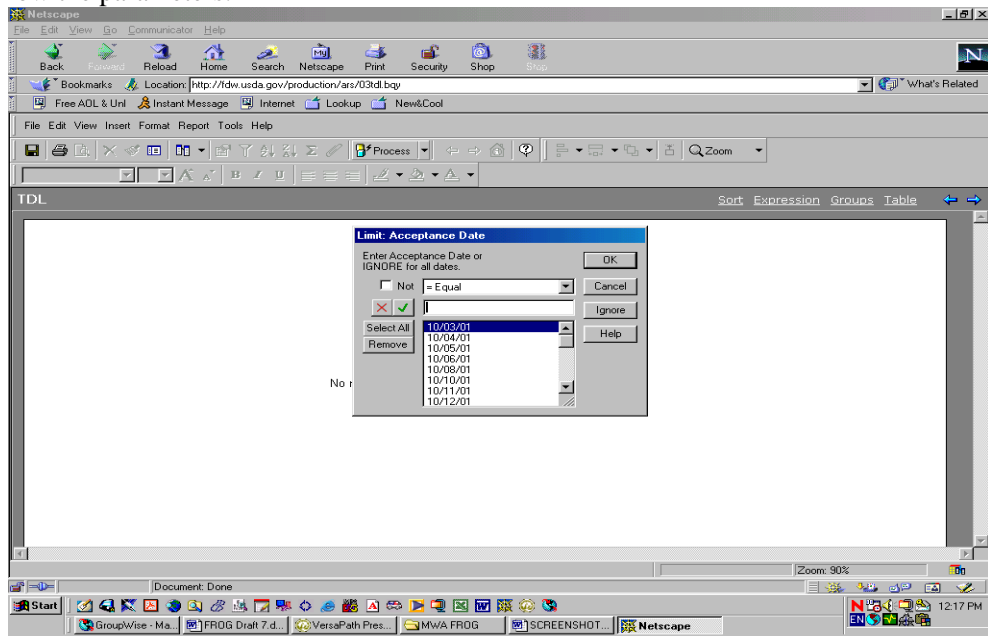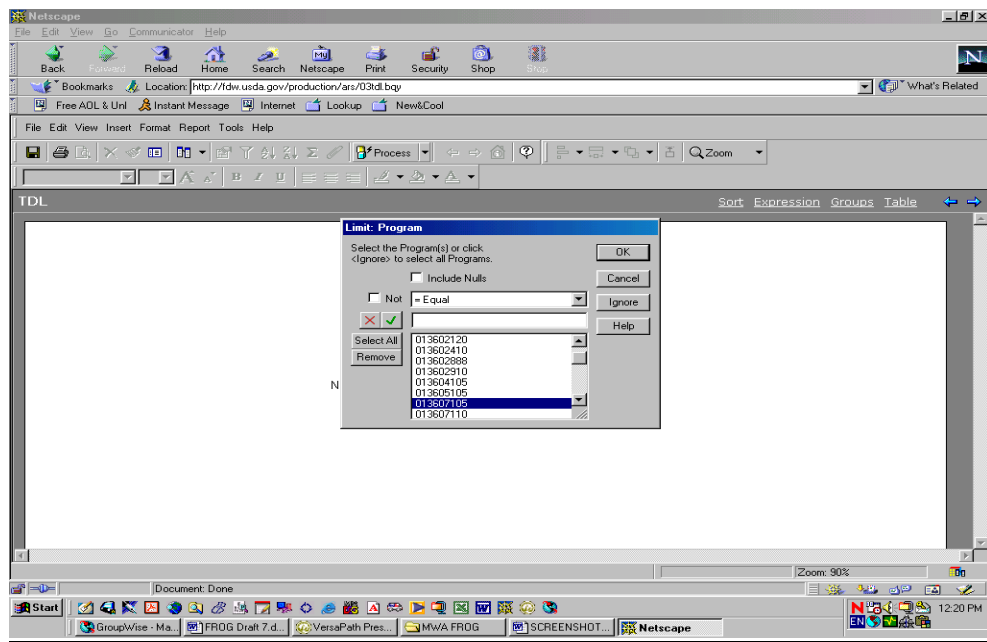

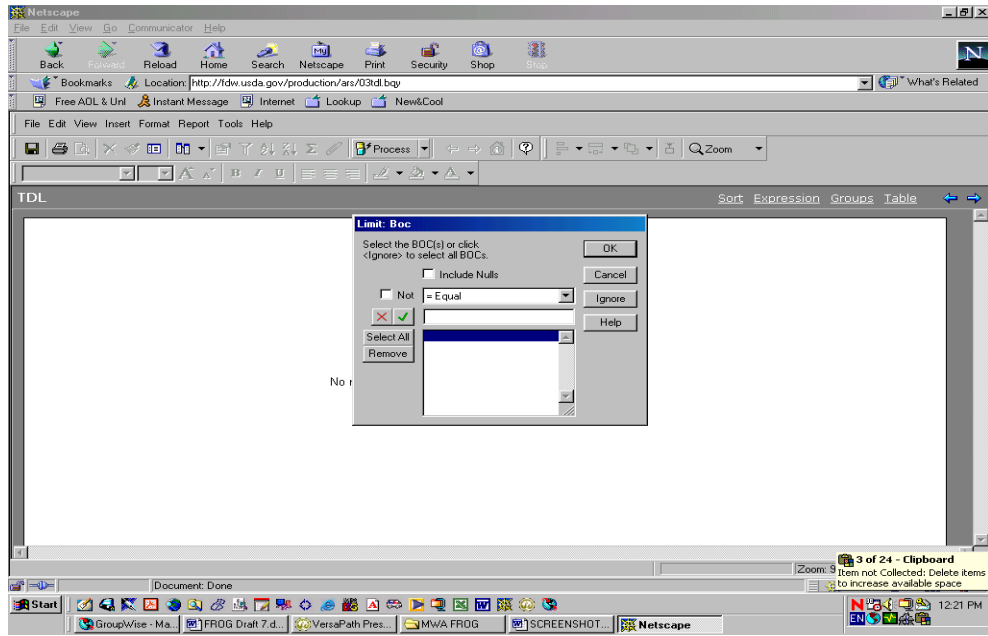Highlight the Location you want, click "OK"
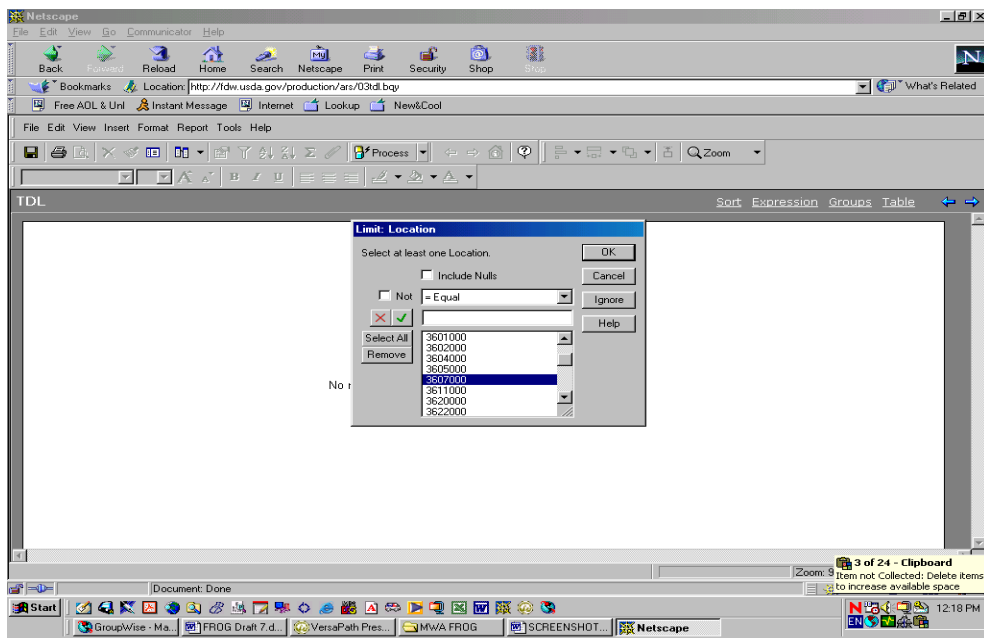
Click "Ignore"

Select a "Program" from the list, if you don't see yours, type it in the box or click "Ignore to select all.

Click "Ignore' for the "BOC", this will provide all the available budget object classes.

Click "Ignore" for the "Transaction Code", this will provide all the available transaction codes. You may select a "Transaction Code" if you wish to narrow down the list of transaction codes reported
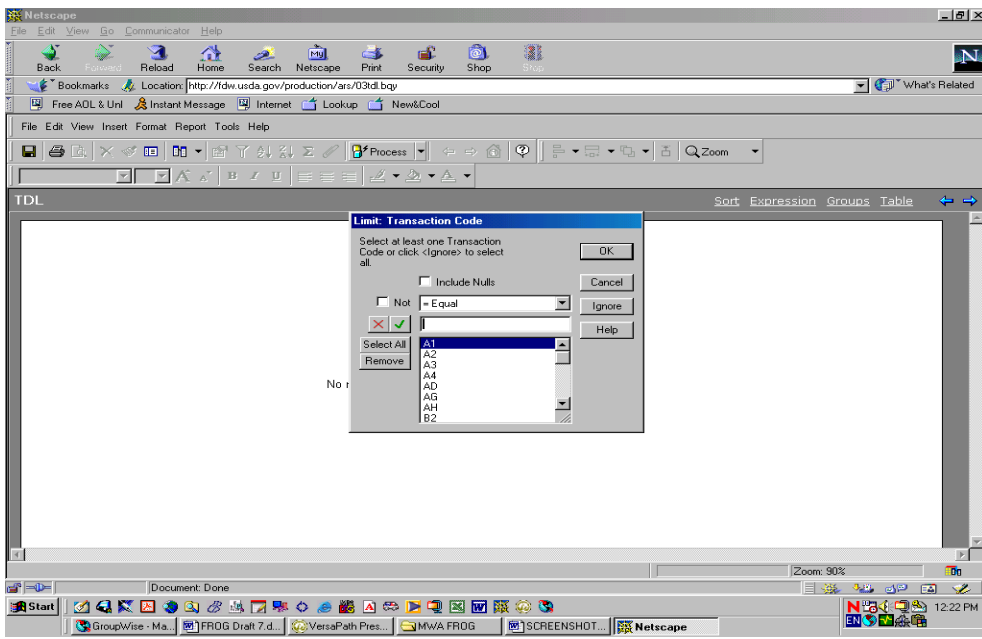
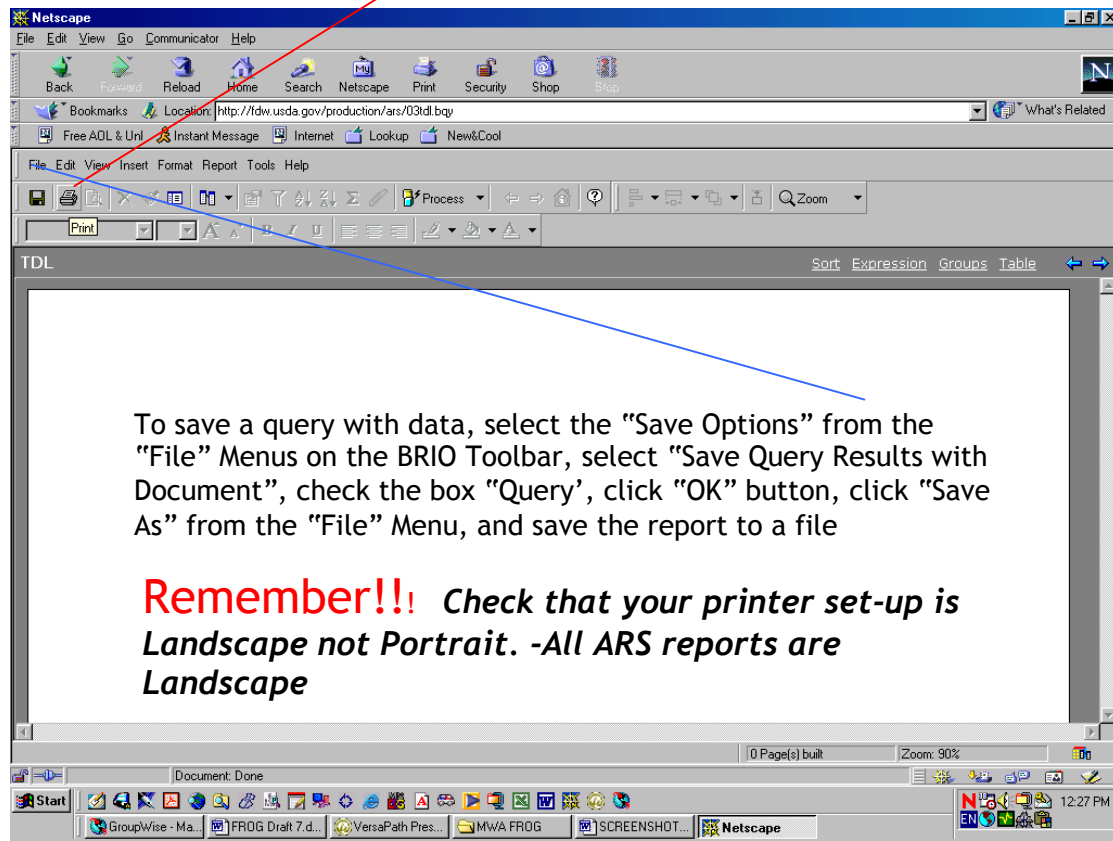Click "Ignore" to select all or enter a Document number to narrow down the list.

This is the last parameter to choose before a TDL Report is generated.
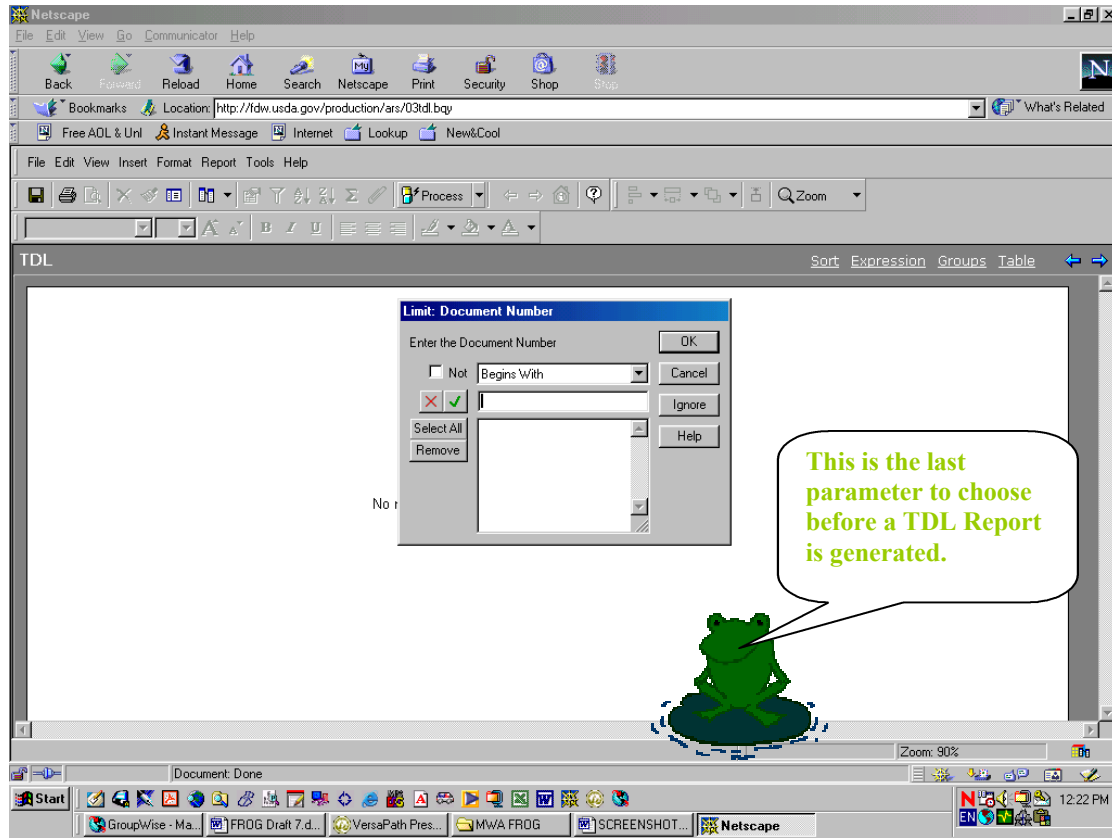
Now you wait ….

Q: Best times to run reports?

A: Early in the morning.

Once a report appears on screen, select the "Printer" to print the report.

To save a query with data, select the "Save Options" from the "File" Menus on the BRIO Toolbar, select "Save Query Results with Document", check the box "Query', click "OK" button, click "Save As" from the "File" Menu, and save the report to a file

Remember!!! *Check that your printer set-up is Landscape not Portrait. -All ARS reports are Landscape*

Click the "Back" button twice to return to "Reports Category" and select "Payroll Reports" to generate a "PDL"
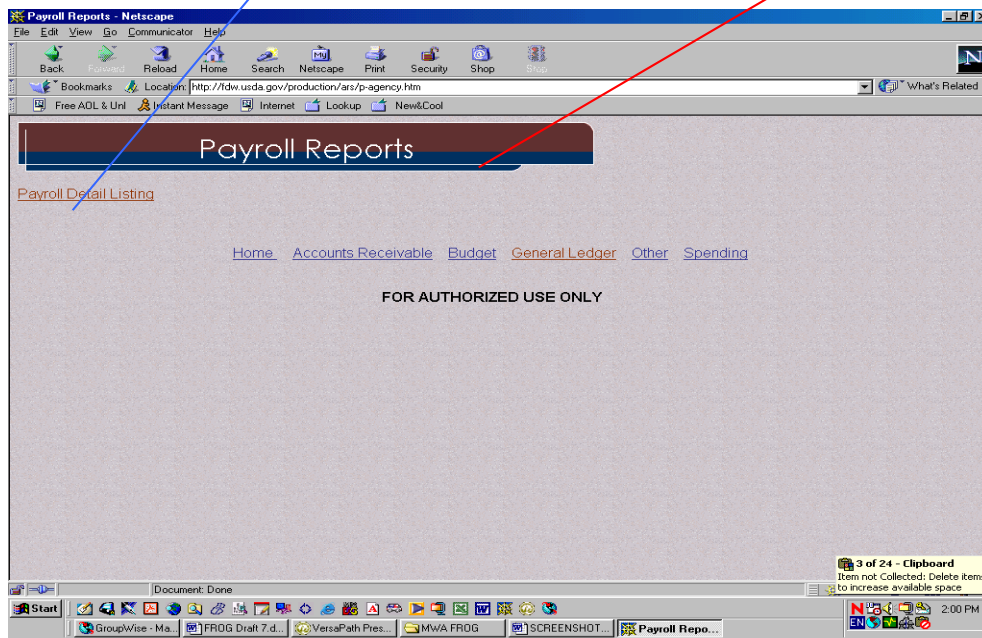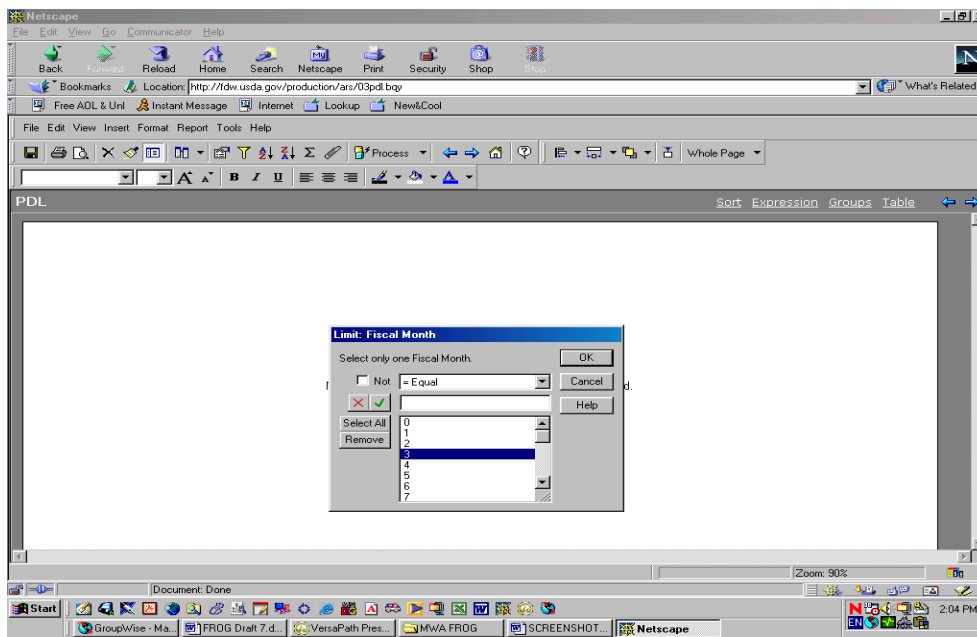

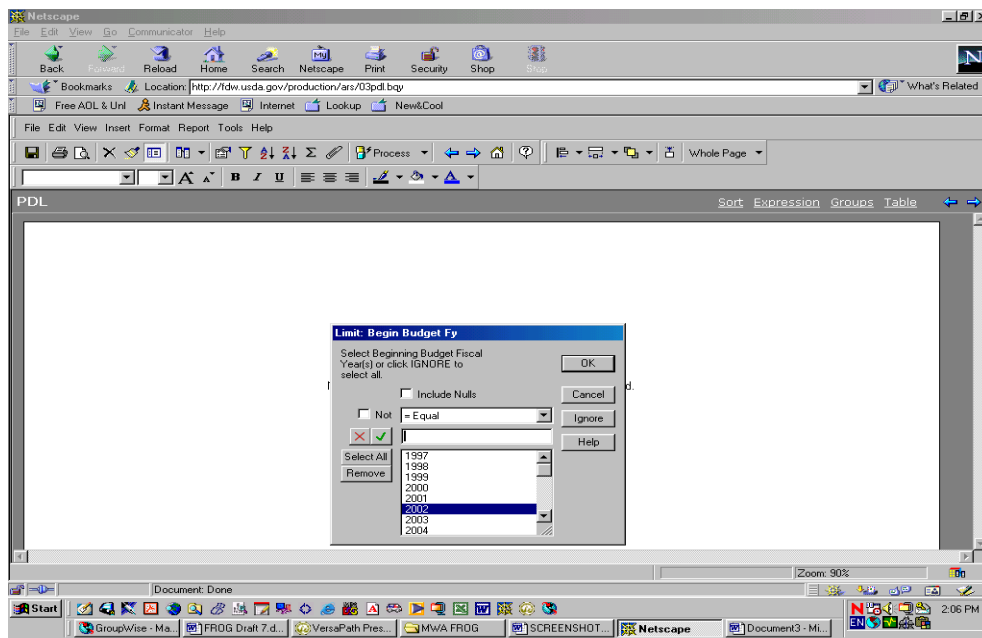Click "Process" and type in you "Host User' and "Host Password"
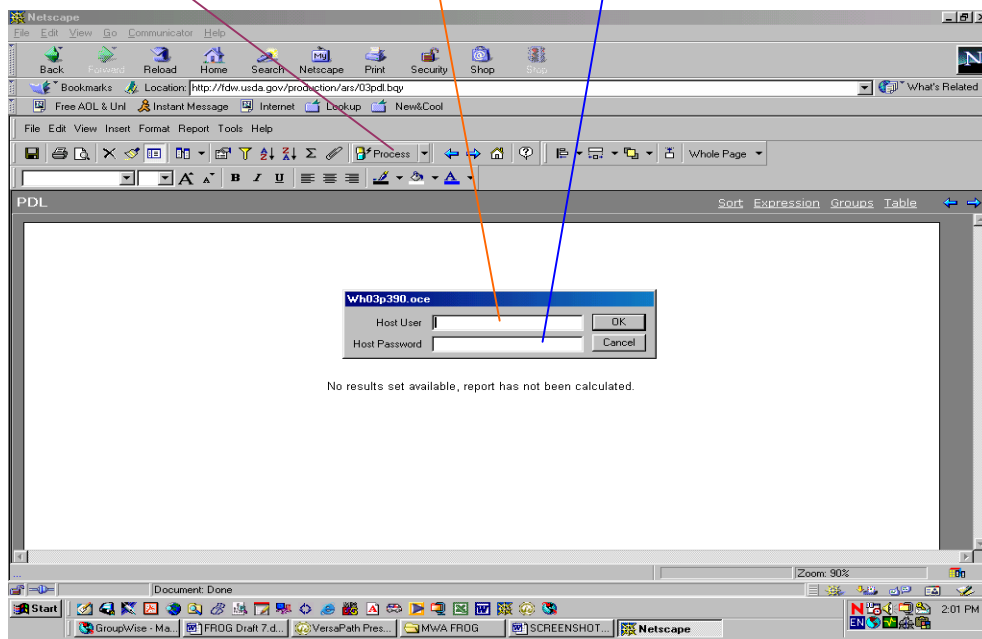
Highlight "2002" from the drop-down "Limit: Fiscal Year" box and click "OK" button
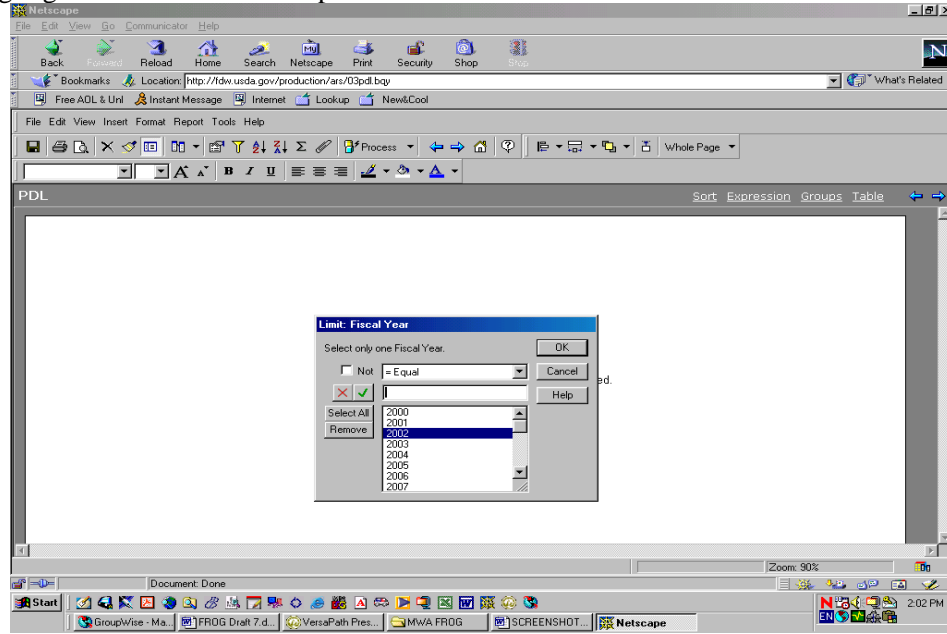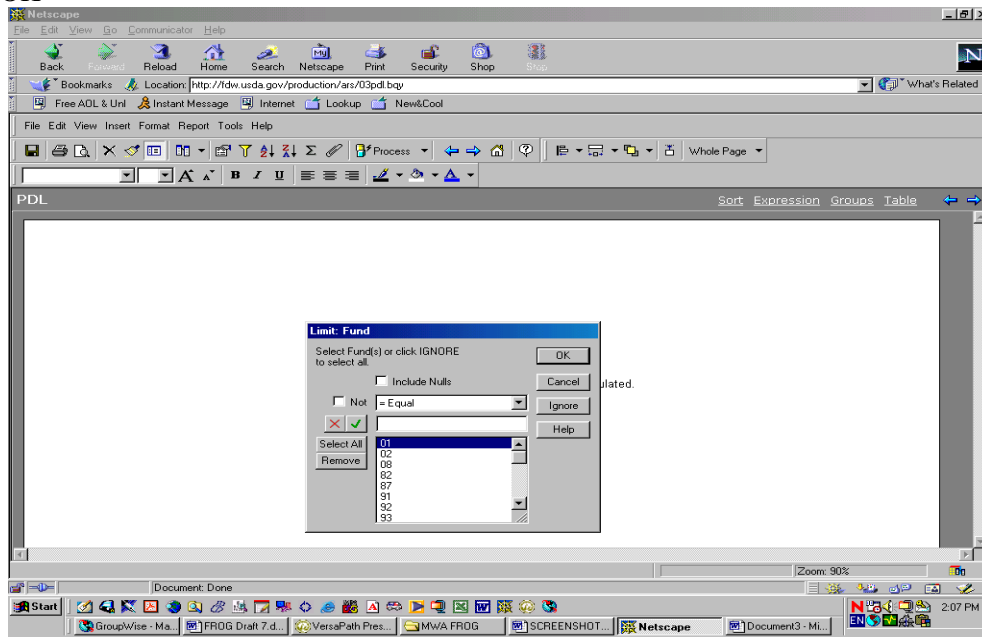

Highlight "**4**/January"or whatever month you desire from the drop-down "Limit: Fiscal Month" box and click "OK" button.
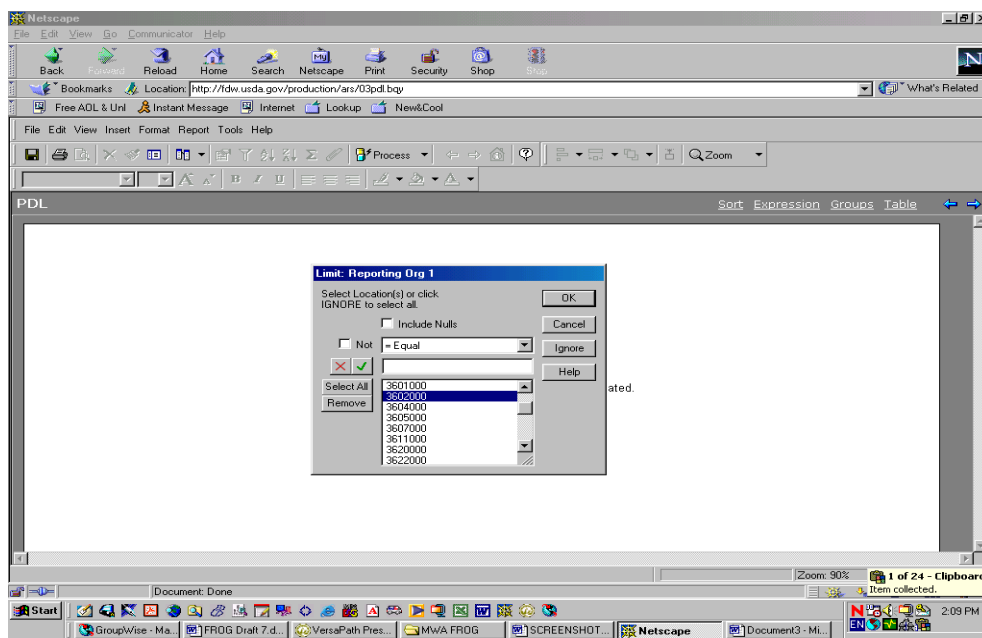
Highlight "2002"from the "Limit Values" drop-down box for "Begin Budget FY" and click "OK" button
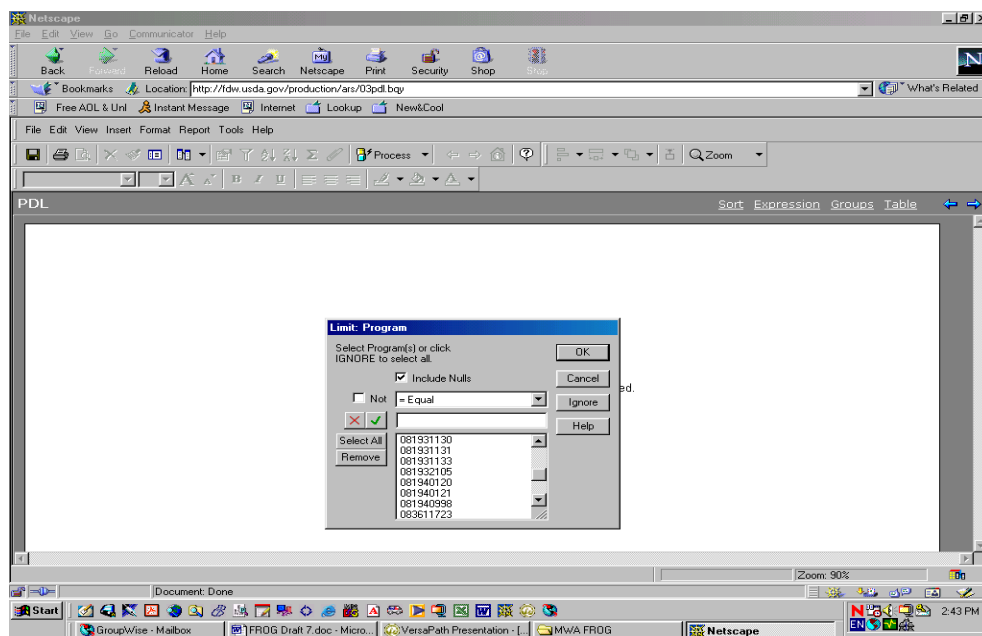

Highlight, from the drop-down "Limit: Fund" box, the Fund you want, and then click "OK"

Click "Ignore" to bypass the selection of a "Report Org 1", this will allow for the automatic generation of all Report Org 1" that a particular program applies to.
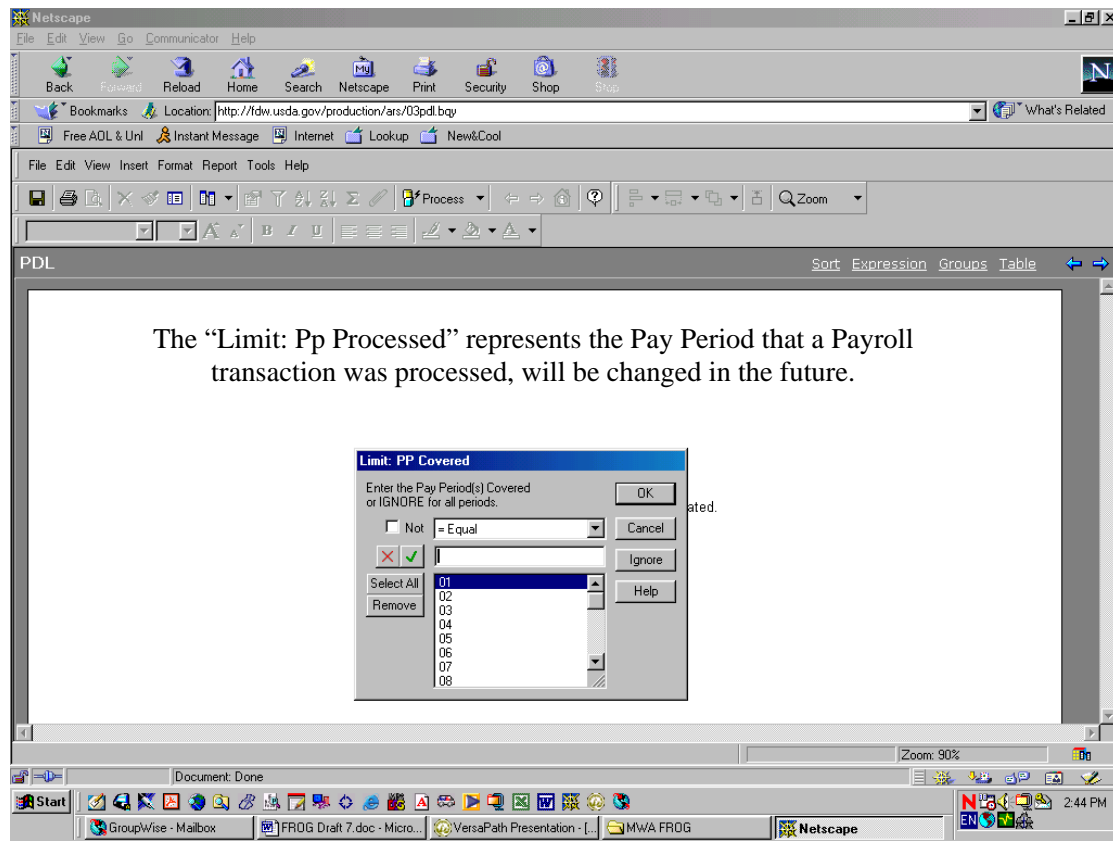

Select a "Program" from the list, if you don't see yours, type it in the box or click "Ignore" to select all
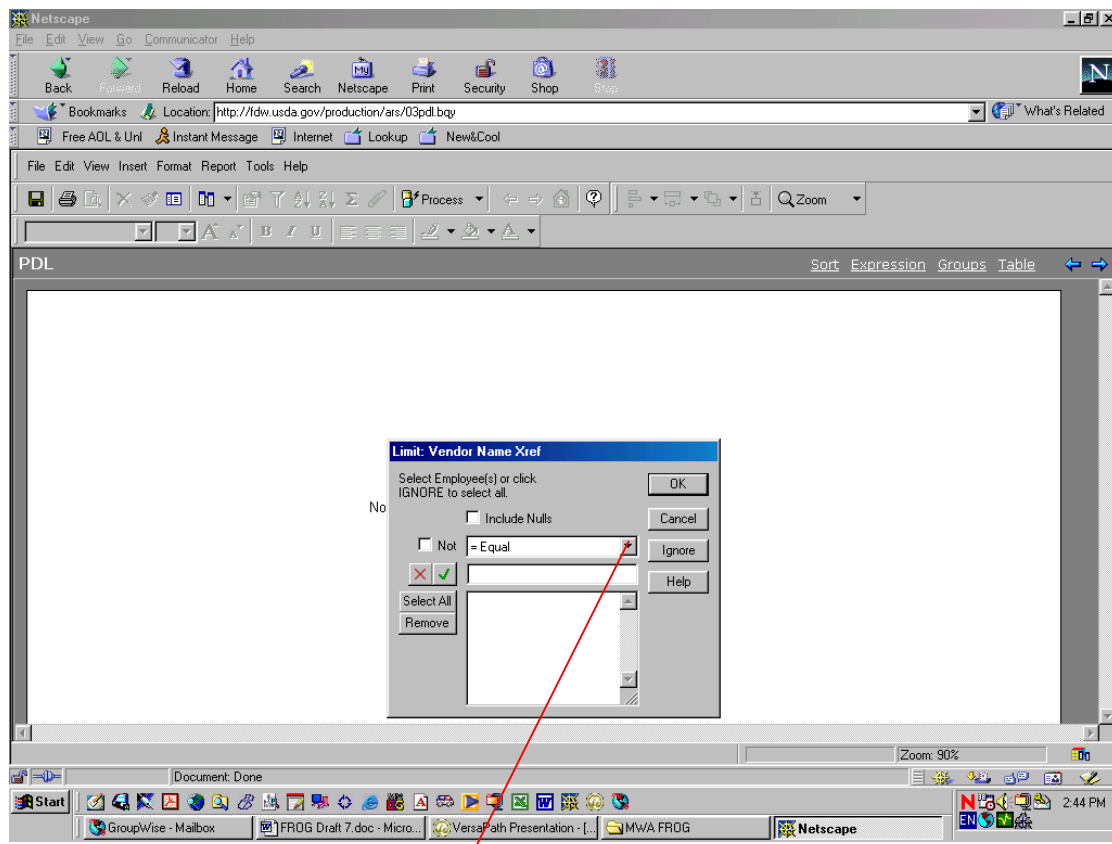
Highlight a Pay Period and click "OK", selecting "Ignore" will select all pay periods that apply to the "Fiscal Month; chosen.

If you select a "PP Processed" that is outside of the "Fiscal Month" parameter, data will not be retrieved.

The "Limit: Pp Processed" represents the Pay Period that a Payroll transaction was processed, will be changed in the future.
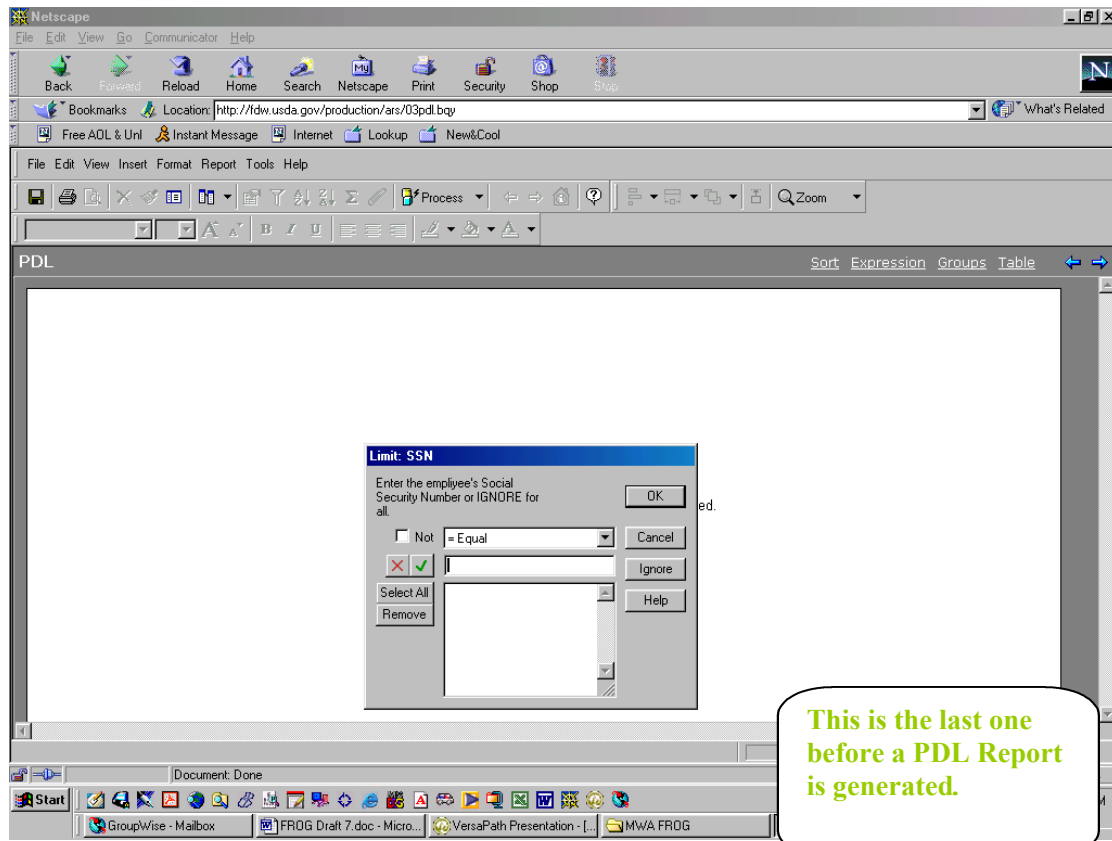
Click "Ignore" to select all employees.

To look up an employee: Change "=Equal" to "Contains" then enter only last name, if it is a common last name you can add first name
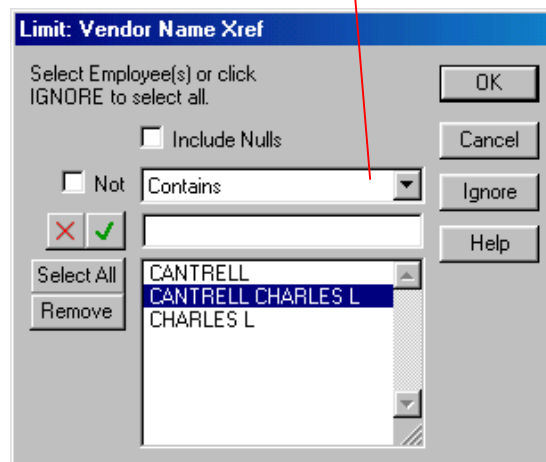
Click "Ignore" to select all employees.
Or you can enter a SSN, just type in the number (no dashes, or spaces)

This is the last one before a PDL Report is generated.

Now begins the Wait…

This is a good time to refill your printer with paper.

You're going to need it!